

Use of Court Equipment for Hearings: When a law firm would like to request use of the Court's equipment for hearings, the following procedure should be adhered to. Email the Automation Department (debml_automation@deb.uscourts.gov) on the same day that the Agenda is filed. Include in the email the following information: Case number, docket number of Agenda, Judge, hearing time and location, the equipment requested, and the lawyer and law firm requesting the equipment. The automation department will get back to you within one business day weather the equipment is available for use.

Mediator Information on Pleadings: Please include the Mediator's address information on all stipulations regarding appointment of mediator and proposed orders to appoint a mediator to ensure proper service.

CM/ECF Version 2.5: This version of CM/ECF will be installed on 9/1/2004 at 5 PM. The change with this version is the Credit Card Interface for paying filing fees. The first screen will look like this:

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

Enter Payment Information

Cardholder Name: *

Address: *

Address 2:

City:

State: -- OR -- Province / Region / County:

Country:

(Instead of state, if necessary)

Zip Code: *

Card Type: Visa *

Card Number: *

Security Code:

Expiration Date: / *

Payment Amount: \$150.00 *

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
3. Authorize Payment / Payment Summary
4. Payment Confirmation

Cardholder name, the first address line, and zip code default to the values shown in the CM/ECF utilities "Maintain Your ECF Account" and "Maintain User Accounts". Attorneys should be made aware that

- 1) There is no verification of these values by pay.gov
- 2) Changing any of these fields on the pay.gov screen does not affect their CM/ECF data

Any needed changes should be made via "Maintain Your ECF".

When the attorney clicks on continue, a summary screen is displayed:

Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer

Payment Summary and Authorization

Cardholder Name:	AQUSC tester
Address:	123 Main St.
Address 2:	
City:	Kensington
State:	MD
Country:	
Zip Code:	20895
Card Type:	Visa
Card Number:	*****1111
Expiration Date:	3 / 2005
Payment Amount:	\$150.00
Current Date and Time:	06/09/2004 09:55 AM

Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
3. **Authorize Payment / Payment Summary**
4. Payment Confirmation

Authorization*

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

The attorney must click the Authorization checkbox before clicking the Make Payment button. If processing is successful, a receipt generated by CM/ECF is displayed; the receipt now has a link for printing, and the transaction number has a different format (if the attorney entered an email address screen shown above, he will also receive a receipt from Pay.gov).

There have been some issues where the fee has been charged twice to the user's credit card. Any duplicate fees will be refunded, please contact the court if this occurs.